

## DUTY STATEMENT

		EFFECTIVE DATE
BRANCH Financial Services Branch	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 236 - 4193 - 010	
DIVISION/UNIT Financial Planning, Accounting & Reporting/Financial Planning & Budgetary Reporting/Budget Development & Reporting	CLASS TITLE Financial Accountant III (Supervisor)	
INCUMBENT NAME	WORKING TITLE Financial Planning and Policy Manager	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
<p>Under the direction of the Senior Financial Planning Manager, the Financial Planning and Policy Manager will lead, organize, and direct the work of a team which performs highly complex and specialized budgetary work. Tasks will include writing, advisory and reporting functions, expenditure forecasting and budgetary research and analysis. The Financial Accountant III (FA III) directs the research of current trends and best practices for financial planning, budgeting, and policy analysis; advises senior and executive management, with respect to proposed resource augmentations, on proposed legislation and organizational efficiency opportunities. The FA III will prepare and present analysis, findings, and recommendations to management both verbally and written analysis.</p> <p>The incumbent will establish, enhance and maintain budgetary tools and methodologies for forecasting resource needs for capital projects, pension administration, investment portfolio management, and supporting services. The FA III will lead staff in the production of board agenda materials, budget documents, procedures, policies, and other special requests for written financial planning, budgetary and policy analysis for both internal and external stakeholders.</p>		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
25%	<b>ESSENTIAL FUNCTIONS</b>  Lead a team of staff in the development and analysis of highly complex financial planning and budget related policy proposals. Serve as the first line supervisor in producing public facing fiscal documents and materials including CalSTRS Budget Change Proposals (BCPs), board agenda items, the operating and non-operating budget, and various other ad hoc operational proposals. Oversee the preparation of the Annual Budget Report for submission to the Government Finance Officers Association for the Distinguished Budget Presentation Award Program. Monitor, analyze and make recommendations for internal resource augmentations, proposed legislation, and opportunities for operational efficiency. Lead the annual budgetary drill and reporting cycle, as required by the California Department of Finance.	
20%	Lead staff in the establishment of processes and procedures to monitor cost trends and peer comparisons across various business functions. Oversee and direct the analysis, development and preparation of tools/methodologies to prioritize cost efficiency opportunities and improve desired levels of service to members and customers. Lead the development and establishment of new budgetary rates for items such as travel, training and internal administrative support services; identify synergies and bridge differences in how revenues and expenditures are forecasted, tracked, reported and benchmarked within our organization and compared to other agencies.	
20%	Considered the subject matter expert for budget policy issues; direct and oversee staff in the complex research and analysis of best practices in financial planning, budgeting, and policy analysis. Direct staff efforts in performing systematic and intensive technical research; provide research and statistical support to senior and executive management on precedents. Present recommendations both verbally and in written format. Manage, edit and review issue and policy memos prepared by staff; memos will include detailed analysis and recommended course of action based on significant findings and obstacles, including changes to BusinessDirect, procedural changes, etc. Create presentations and present to management regarding research, findings and proposed solutions. Lead the development of policies and procedures to implement improvements and new processes, which includes the most complex technical budgetary changes across the department and vendor relationships. Oversee staff in the design and implementation approaches for new reporting, as they pertain to financial planning, budgeting, and benchmarking functions. Lead staff in the development of cross-departmental training to ensure consistent interpretations of any new policies or procedures that have been established.	

20%	Considered the lead developer, reviewer and editor of board documents, policies, and other special requests for written financial planning, budgeting and proposed legislative information from both internal and external business partners; responses to requests include a significant amount of research, data gathering, impact analysis and discussion and are considered highly sensitive. Support staff in researching, coordinating and developing new methodologies and formats for presenting the budget display to the CalSTRS' Board and Executive staff. Direct staff in the compilation, analysis and interpretation of budget and cost related data to assist in the development of organizational efficiencies, functional benchmarks, and operational improvements.
10%	Represent the Financial Services Branch (FSB) and CalSTRS in meetings with external entities such as, state control agencies and private business entities (i.e., outside contractors and professional organizations). Represent FSB in meetings with other CalSTRS divisions and managers, such as Investments, General Counsel, Actuary, Legal, Internal Audits, Budgets, Procurements, etc. regarding financial policies, budgetary forecasting, financial planning, etc.
	<b>MARGINAL FUNCTIONS</b>
5%	Participate in projects that have a high level of complexity and significant impact on division-wide operations. Work with cross-functional teams to formulate appropriate financial planning, budgeting, policy analysis approaches and methods to achieve solutions and to meet management's objectives, while maintaining compliance with applicable standards and best practices.

## COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Decision Making
- Diagnostic Information Gathering
- Ethics and Integrity
- Influencing Others
- Interpersonal Skills for Relationship Building
- Planning and Organizing
- Professional and Personal Development
- Technical/Professional Knowledge and Skills
- Thoroughness

## CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

## WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day.

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

815-236-4193-010

**To be reviewed and signed by the supervisor and employee:****SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED